

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
ADULT DAY CARE ACTIVITY & PUBLICITY ASSISTANT

1. JOB TITLE: ADULT DAY CARE ACTIVITY & PUBLICITY ASSISTANT

- 2. DEFINITION:** The Activity & Publicity Assistant is responsible for assisting the Adult Day Care Director in publicizing, recruiting participants for, planning and implementing appropriate activities for, purchasing supplies for and assisting participants in completing a daily program of activities which enhances their social skills, cognitive ability and sense of accomplishment. The employee is under the supervision of the Adult Day Care Program Director and, in his/her absence, the Center Director or Administrative Assistant. All employees are responsible to the City Manager. Directions given range from general to specific with a high level of independent judgement needed in decision making and completing required duties. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens and, as Non Safety Sensitive; the employee will be subject to reasonable suspicion, post accident/incident, return to duty and follow up drug and alcohol testing.

3. EQUIPMENT/ JOB LOCATION:

- a. The employee operates a multi-line telephone system, copy machine, personal computer, and other office equipment as necessary. The employee will operate or be familiar recreation equipment needed for arts and crafts, physical fitness and other equipment appropriate for stimulating activities.
- b. The employee works indoors in the St. Clair Street Senior Center which is a smoke-free environment. Occasional field trips for participants may be taken to sites of interest in the surrounding community.
- c. The employee may periodically speak to groups or organizations in the community.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Plans and implements appropriate activities for day care participants on a day to day basis.
- b. Purchases materials necessary for projects and activities and snack supplies.
- c. Assists the Day Care Director in maintaining individual records on each participant to include basic personal information, biannual goal setting, quarterly progress notes, and referrals to community resources as needed.
- d. The employee must have the ability to safely operate a motor vehicle.
- e. Assists in training volunteers and practicum students in communication skills necessary for working with older individuals with dementia and/or cognitive impairment.
- f. Becomes knowledgeable on available community resources for older individuals in order to make appropriate referrals for needed services.
- g. Sets up equipment and supplies for activities and puts them away afterwards.
- h. Assists as time permits in maintaining participation and other records.
- i. In the absence of the Program Director provides information on the Adult Day Care Program when asked in person or by telephone.
- j. Works with volunteers and practicum students in programming to achieve defined goals for participants.
- k. Assists the Day Care Director in developing and updating as needed materials for promotion

- and publicity purposes including flyers, brochures, and publicity releases.
- l. Documents attendance by participants for required program reports, collecting and receipting payment of fees for service.
 - m. Assists the Day Care Director in publicizing and promoting the program in various media; provides interviews, and distributes information to professionals in health or related areas in fulfilling publicity duties.
 - n. Assumes responsibilities delegated by the Adult Day Care Director in his/her absence.
 - o. Sits, stands, stoops, walks intermittently and lifts objects weighing up to 30 pounds.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Recruits and schedules qualified persons for special programs from time to time.
- b. Performs other duties and special projects as assigned.
- c. Becomes knowledgeable of other community services and resources for older individuals in order to make appropriate referrals.
- d. Attends conferences and training workshops as permitted by time constraints with regular duties.
- e. Assists the Day Care Director in developing and updating as needed materials for promotion and publicity purposes including flyers, brochures, and publicity releases.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 18 years of age.
- b. Graduate of an accredited high school, or have obtained GED or equivalent.
- c. Prior experience in working with the elderly population preferred.
- d. Must have interest in and sensitivity to the needs of cognitively impaired and or frail older individuals.
- e. Must have legal authorization to work in the United States of America.
- f. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- g. Must possess and maintain a good reputation for honesty, integrity and confidentiality.
- h. Ability to follow and give oral and written instructions.
- i. Excellent human relations skills with the ability to communicate effectively and deal courteously with the public, fellow employees, volunteers, day care participants, families and or caregivers on the telephone or in person even though they may be irate and unreasonable at times.
- j. Must possess physical and mental ability to work independently.
- k. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- l. Ability to perform the duties of the job in a timely manner for the assigned work schedule.
- m. Ability to work a flexible schedule.
- n. Ability to accomplish tasks despite interruptions.

Non Exempt

Non Safety Sensitive

8/17/01